

**CORVALLIS FIRE DEPARTMENT
DEPARTMENTAL OPERATING GUIDELINES**

**D.O.G. 11.2.1
DATE: 07/02/96
REV: 06/12/2009**

PREMISES IDENTIFICATION (ADDRESSING)

PURPOSE

To establish guidelines which shall be used for premise identification of new and existing buildings.

OFC SECTION 505.1, 2007 ed.

New and existing buildings shall have approved address numbers, building numbers, or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.

RESIDENTIAL - SINGLE FAMILY, DUPLEX, MOBILE

Building addresses shall be a minimum of four inches (102 mm) in height, contrasting in color to the background, readily visible from the street, and located in an area with exterior lighting. Where structures are set back more than 50' from the street, larger numbers shall be required. In the event a structure is not visible from the street, the address numbers shall be posted adjacent to the driveway entrance as well as on the structure.

REFLECTIVE RURAL ADDRESS MARKERS

For those residents who wish to identify their driveway entrances with a highly reflective address number, the following signage is available and recommended by the Corvallis Rural Fire Protection District. The cost will be borne by the homeowner. For ordering information, call 541/766-6961.

An all-weather fiberglass white delineator post provided with a high intensity reflective tape background, 3 inches wide, with 4 inches in height and blue address numbers applied to both sides. The marker is to be installed adjacent to the entrance driveway outside of the public street right of way and visible to traffic from both directions. The post is 66 inches high and installed 18 inches into the ground. *[Product information: Fiberglass delineator post = Carsonite CIB-390 with an anchor on the bottom, or equivalent. High intensity background tape: 3M 3870SIL-CL, 3 inch width or equivalent. Blue transparent tape: 3M Blue EC film 1175S or equivalent.]*

APARTMENTS, CONDOMINIUMS, HOTELS, MOTELS

Building addresses shall be a minimum of six inches (152 mm) in height, with a stroke of not less than 3/4 inch (19 mm), contrasting in color to the background, readily visible from the street, and illuminated during the hours of darkness. This may require addresses in more than one location on the building. Where structures are set back more than 150' from the street, larger numbers shall be required.

Each individual unit number shall be above or adjacent to the entrance door. If displayed adjacent to the entry door, it shall be on the exterior wall side that will allow the digits to remain visible even when the door is in the fully open position. Numbers shall be a minimum of four inches (102 mm) in height, contrasting in color to the background and readily visible.

Individual unit numbers shall be 3 digits, with the first digit identifying floor level, the following two positions identifying sequential unit numbers located on that level.

As viewed from side where the individual apartment entry doors are accessed and visible, the numbering shall start on the left and increase numerically as you read/view to the right.

Example:

| | | | | | |
|--|-----|-----|-----|-----|--|
| | 301 | 302 | 303 | 304 | |
| | 201 | 202 | 203 | 204 | |
| | 101 | 102 | 103 | 104 | |

COMMERCIAL/INDUSTRIAL

Building address shall be a minimum of six inches (152 mm) in height with a stroke of not less than 3/4 inch (19 mm), contrasting in color to the background, readily visible from the street, and illuminated during the hours of darkness. Where structures are set back more than 150' from the street, larger numbers shall be required. In the event a structure is not visible from the street, the address numbers shall be posted adjacent to the driveway entrance as well as on the structure.

Suite numbers shall be above or adjacent to the entrance door. Numbers shall be a minimum of four inches (102 mm) in height, contrasting in color to the background and readily visible.

Multiple occupancies with rear doors shall also provide suite numbers above or adjacent to the rear door. Numbers shall be a minimum of four inches (102 mm) in height, contrasting in color to the background and readily visible.

DIRECTORY MAP

Address directory maps shall be provided at each entrance into a complex containing six or more buildings and 36 individual units. Maps shall show all streets, driveways, building numbers, unit numbers, a notation "you are here," and any additional information that would assist in locating individual units. It is suggested that this directory map be island mounted so that it is on the driver's side of an approaching vehicle and that the directory island or turnout is so designed that a vehicle stopped at the directory map does not block vehicle access to the complex.

DIRECTORY MAP MINIMUM DIMENSIONS

Set back two feet (0.6 m) from the curb, facing the driveway. Minimum size: 3' X 2' (0.91 m X 0.6 m). Individual unit numbers: 1/4 inch (6.4 mm) in height. Building numbers: 3/8 inch (9.5 mm) in height. Lettering: 1/2 inch (12.7 mm) in height. During the hours of darkness, the map shall be illuminated or located in an illuminated area.

PLANS

When requested, two sets of addressing plans shall be submitted to Community Development for approval by the Fire Department.

Roy Emery , Fire Chief

Reviewed and updated by Fire Marshal August, 2009